

Shutford Parish Council Actions List

Actions from meeting on 13th November

Minute Ref	Who	What	Status
19/031/1	David	Pothole in Ivy Lane check whether the advanced warning of closure in March is to repair pothole	
19/032/1	Helen	Payments to Shutford News Raise £150 payment for 2018 & 2019 (£75 for each year)	
19/032/4	David	Insurance for play equipment Advise insurers of increased replacement cost of equipment	
19/032/5	Helen & Carolyn	Playground Noticeboard Order new noticeboard	
19/032/7	Tom	Allotment Agreement Check/review/amend allotment clause	
19/032/9	David	Footpath from Ivy Lane to Allotments <ol style="list-style-type: none"> 1. Advise owners of Seaven that they can put waste vegetation on the plot next to the path for burning. 2. Obtain quotes for a gravel surface. 	
19/032/10	David	Mowing contracts Advise Mr Lovesey and Mr Prickett that their contracts are for another two years	
19/033	David	VAT Reclaim Complete reclaim on 1 st December	
19/034	David	Idling Coaches Write to Cheyney Coaches Ltd to remind them not to leave engine idling in line with their contract with OCC.	
19/036	David	Malthouse Lane Road Surface Request OCC to repair	

Actions from meeting on 11th September

Minute Ref	Who	What	Status
19/023/1	Helen & Carolyn	Dairyground Ask Trevor Stewart to saw the tops off the swing posts	Done

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		Obtain quotes for new noticeboard	Done
19/023/5	David	Budget for 2020-2021 Increase budget for tree maintenance	To be done with budget
19/023/6	David	Subsidence in Ivy Lane Contact Thames Water to ask them to repair	Done
19/023/7	George	Weekend working in Industrial Estate Obtain Planning Permission to check if weekend restrictions	Done
19/027/2	Ashley	Playsafety Report Query report as some areas are confusing	
19/027/3	David	Meeting with OCC Footpaths Officer Request a meeting with Beth Rutterford and Debbie Pitt	Done

Actions from meeting on 11th July

Minute Ref	Who	What	Status
19/023/1	Carolyn/ Helen	Play Equipment Ask Trevor Stewart to remove excess wood from the top of the swings and obtain quotes new noticeboard.	
19/023/6	David	Subsidence in road on Lower End Report to Thames Water	
19/023/7	George	Chimney in Industrial Estate Check with CDC Planning if permission should have been sought for spray booth	
19/025/3	Debbie	Allotment holder correspondence Respond back to query on plot number change	Done
19/026	David	Panning application for Lower Barn, Shutford Ground Farm Check if planning application live on CDC Portal and request Consultee Letter to enable response from Shutford PC	Done

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19/027/2	Ashley	Playsafety Report Query areas of confusion in report	
19/027/3	David	Meeting with OCC Footpaths Officer Invite footpaths officer to a meeting with Debbie and David	Done

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Actions List from meeting on 13th March

Minute Ref	Who	What	Status
18/066	David	Ash Tree by Pond & Faded Signs Chase OCC to prune the tree and CDC to replace the signs	Done
18/067/1	David	Allotment Agreement Issue new agreement (later in the year)	Later in year
18/067/2	Debbie/Tom/David David	Allotment rents Measure allotment plots Issue letter to allotment holders advising of the increase	Done
18/067/3	Ashley Ashley/ Carolyn	Dairyground Request plan of proposed changes from T Stewart Organise Family Fun Day	Done
18/067/4	David	Mailing List Implement Mailing List	Done
18/067/6	Debbie	Village Clean-up Date Publicise the event and ask for volunteers	Done
18/067/7	David	Flag Pole Add to Asset List	Done
18/071/1	David	Malthouse Lane Road Surface Request OCC Highways to repair	Done
18/071/2	Ashley	Defibrillator Purchase replacement pads	

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Actions List from meeting on 9th January

Minute Ref	Who	What	Status
18/059/2	David	Ash Tree by Pond Contact OCC for opinion on whether it needs to be felled	Done – OCC confirmed it does not need to be felled. OCC requested to prune away from telephone wires .
18/059/4	David	Grass Cutting Quotes Obtain quotes for grass cutting	Done – Mr Prickett has confirmed a 3% increase and Mr Lovesey has confirmed a 10% increase for the village from £95 to £105 and an 18% increase for the cemetery from £80 to £95 (price not increased since 2011). Third supplier quote still awaited.
18/059/5	Debbie David Debbie/ David Debbie Debbie	Allotments Arrange clear up day Contact Smiths re collection of scrap Draft updated agreement Draft rent increase proposal Co-ordinate footpath re-routing Purchase one or two IBC tanks when scrap removed	Done Done – They will collect in the spring when drier at no charge Done Done In progress In progress
18/059/6	David	Risk Assessment Add additional items to initial draft	In Progress
18/059/7	Carolyn	Replace Swings as phase 1	Ordered
18/059/8	Tom	Remove damaged and loose bollards from around pond	Done
18/063/2	David	Replacement of Faded Signs Request CDC to replace	Requested but not done

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Actions List from meeting on 14th November

Minute Ref	Who	What	Status
18/051/1	Ashley	Dairyground Obtain quotes for swings and picnic table	
18/051/2	Carolyn	Risk Assessment Augment Risk Assessment List with more detail	In progress
18/051/3	Debbie	Allotments Arrange another meeting with allotment holders	Done – scheduled for 28 th November at 7:30
18/051/3	Debbie	Message in a Bottle Make bottles available	Done – Village Hall on Thursday Lunchtime, phoning Debbie or email Parish Council

Outstanding from previous meetings

18/037/3	David	Assets List Update list with current values etc...	In progress
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Actions List from meeting on 19th September 2018

Minute Ref	Who	What	Status
18/042/1	Debbie David	John Yeoman's Bench 1. Agree wording for plaque with Ann. 2. Research plaque suppliers.	1. Done 2. Done & ordered from Timpsons
18/043/2	Helen Helen	Village Hall Steps 1. Ascertain if the Parochial Church Council want steps. 2. Ascertain if the Village Hall want the steps.	1. The PCC has confirmed that they want the steps 2. VH do want the steps
18/043/3	David	WW1 Armistice Sapling 1. Ascertain tree varieties available	Done & emailed to PC
18/043/4	Debbie	Dog & GPS signs 1. Order signs	1. Ordered, delivered and Ashley has put them up
18/043/5	Debbie & Tom?	Allotments 1. Ask holders if they want to continue with their plots and if they do not ask them to clear before vacating. 2. Establish if Mike Lunn would like to take over Mr Hugh's plot. 3. Divide Ron Messenger's plot into 4 plots and remove large shed. It was noted that there may be asbestos sheets on this plot that may require specialist removal. 4. Offer vacant plots to three people on waiting list. 5. Make a reasonable charge to plot holders who don't cultivate their plots for clearing them and cover with weed proof membrane. 6. Collect the rent due at the end of September. 7. Invite all allotment holders to a meeting.	1. Done 2. Mr Lunn has taken over plot and cleared it 3. Divided into 4. Ideas for removal of various bits of metal and rubbish will be put forward to next PC. 4. Rachel K and Jeff B are taking over Ken K and ¼ of Ron's plot 5. It was decided not to do this. See above re idea to be put forward at next meeting 6. All rent is collected with the exception of Eddie Coverson and new people but he wants to continue and will drop his rent round when he comes to Shutford to clear the weeds. 7. Meeting was held and plot holders found it useful and want to continue to have them in the future
18/043/6	David	Weavers Row Land 1. Write to CDC to inform them that the PC want to maintain the land.	Done

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18/044/3	Helen	Online Banking 1. Contact Barclays to request.	Done. Ashley and Sandy to contact Barclays
18/045/1	Debbie	Stones in the Road in High Street 1. Contact Gardeners to advise them on OCC Highways policy	Done – stones now on the grass verge
18/038/2	Debbie & Tom Parrish	Allotments 1. Steve Lock – Ask Brian Turner if he is willing to give up his allotment & confirm to Steve Lock if he can locate his greenhouse on it. 2. Janice Lydon – Establish if allotment that Janice Lydon has requested is available and advise. 3. Un-attended Allotments – Contact tenants to ask them to cultivate or if they wish to give them up 4. Allotment Associations – research workings and implications of forming an association	1. Done, Steve now started to cultivate half the plot and Tom Birt the other half
18/038/3	Debbie & Tom		2. Mrs Revill wants to keep allotment and have paid
18/039/1	Debbie & Tom		3. This was discussed at meeting with plot holders and apart from the plots on Thistle Hill most plots will now be cultivated
18/039/1	David		4. Done – document to be sent to Councillors
18/039/4	David	Damaged Road Signs – Contact CDC to replace	Requested CDC to replace. Got a quote for non-council signs to be discussed at next PC meeting Quote obtained to be discussed at PC meeting
18/039/5	David	Faded White Road Markings – contact OCC Highways to re-line.	Done and now painted
Other	David	Issue contacts list for Councillors with email, telephone and address	Done

Shutford Parish Council Actions List

Actions from meeting on 19th July

Minute Ref	Who	What	Status
18/036/1	Debbie Pitt	Speed gun <ol style="list-style-type: none"> 1. Inform Horton PC of decision of not participating in scheme 	Done
18/036/2	David Best David Best Debbie Pitt	Weavers Row Land <ol style="list-style-type: none"> 3. Chase Estates Officer at CDC regarding footpaths 4. Contact insurers to confirm if any addition to premium 5. Pass on the name of the Western Power contractor to Bob Squires so he can inform them about his tree 	Done – emailed Done – Insurers confirm covered on existing policy if land maintained by Shutford PC Done
18/036/4	PRIORITY ACTION Ashley, Carolyn, Sandy Ashley Taylor Carolyn Rann	Dairyground <ol style="list-style-type: none"> 2. Dairyground working party to re-look at the playground equipment when ROSPA report comes in 3. Temporary tidying of surfaces around swings and see-saw 4. Research playground grant makers 	ROSPA report in and meeting took place. Meeting held with a smaller supplier Swing seats cleaned, anti pigeon tape on top bars of swings put up. Surfaces swept Carolyn has written a report for PC meeting
18/036/5	Debbie Pitt George Reynolds Kirsten Parish and Gordon Freeman	John Yeoman's Bench <ol style="list-style-type: none"> 2. Ask Anne Yeoman where she would like it located 3. Procure angle iron to secure bench into concrete 4. Organise working party to install (two volunteers at meeting) 	Hole and concrete completed Waiting for brackets and fitting should be done w/e 22 nd Sept
18/037/3	David Best	Assets Report <ol style="list-style-type: none"> 8. Establish write down policy and insurance value requirements 9. Amend list 	Done – replacement value required by insurers. Should also have write down column. Outstanding
18/038/1	Helen Nixseaman	Defibrillator <ol style="list-style-type: none"> 2. Obtain more information from Village Hall committee for clarification of costs of steps to church project. 	Helen has a written a report to be discussed at PC meeting

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18/038/2	Debbie & Tom Parrish	Allotments 5. Steve Lock – Ask Brian Turner if he is willing to give up his allotment & confirm to Steve Lock if he can locate his greenhouse on it. 6. Janice Lydon – Establish if allotment that Janice Lydon has requested is available and advise. 7. Un-attended Allotments – Contact tenants to ask them to cultivate or if they wish to give them up 8. Allotment Associations – research workings and implications of forming an association	Done, Steve now started to cultivate half the plot and Tom Bird the other half
18/038/3	Debbie & Tom		
18/039/1	Debbie & Tom		Status to be presented at next PC meeting
18/039/1	David		Done – document to be sent to Councillors
18/039/4	David	Damaged Road Signs – Contact CDC to replace	Requested CDC to replace. Got a quote for non council signs to be discussed at next PC meeting Quote obtained to be discussed at PC meeting
18/039/5	David	Faded White Road Markings – contact OCC Highways to re-line.	Requested OCC to replace
Other	David	Issue contacts list for Councillors with email, telephone and address	Done